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Title: **Horseheads Central School District and Horseheads Central School District Transportation Unit 6355-03, Chemung County Local 808, CSEA, Local 1000, AFSCME, AFL-CIO (2005)**

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Union: **Horseheads Central School District Transportation Unit 6355-03, CSEA, AFSCME, AFL-CIO**

Local: **Unit 6355-03, Chemung County Local 808, Local 1000**

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AGREEMENT

by and between the
SUPERINTENDENT OF SCHOOLS

of the
**HORSEHEADS CENTRAL
SCHOOL DISTRICT**

and
**CSEA, Local 1000 AFSCME,
AFL-CIO**

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**



Horseheads CSD Transportation Unit #6355-03
Chemung County Local 808

July 1, 2005 - June 30, 2009

If you have questions about this contract, representation, benefits and services, please using the following guide:

My Unit President:

Phone: _____

My Building Representative:

Phone: _____

My Labor Relations Specialist:

Ms. Shawn M. Lucas

CSEA Binghamton Satellite Office

71 State Street, 1st floor, Binghamton, NY 13901

Phone: 607- 772-1750 Fax: 772-8017

LRSLUCAS@aol.com

The following CSEA staff professionals can be reached at the CSEA Central Region 5 Office: Political Action Coordinator, Occupational Health & Safety Specialist, Communications Associate, Membership Organizer.

CSEA Central Region 5 Office

6595 Kirkville Road, East Syracuse, NY 13057

1-800-559-7975 or 315-433-0050

James Moore, Regional President

Joe Maratea, Regional Director

CSEA Headquarters

143 Washington Avenue, Albany, NY 12210

www.cseainc.org

1-800- 42-4146 or 518-434-0191

CSEA / JTL Retirement Counseling

1-800- 664-1106

CSEA / JTL Personal Insurance Lines

1-800-929-6656

www.jtltservices.com

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PREAMBLE

This Agreement is entered into the first day of July 2005 by and between the Superintendent of Schools of the Horseheads Central School District and the Civil Service Employees Association, Inc., Local 1000 AFSCME, AFL-CIO for and on behalf of Chemung County Local 808, and the Horseheads Transportation CSEA Unit # 6355-03.

Article 1. Bargaining Agent

A. Recognition

1. The District recognizes the CSEA Inc., Local 1000 AFSCME, AFL-CIO as the sole and exclusive bargaining agent and representative for all bus drivers, monitors and attendants included in the bargaining unit for the purposes of collective negotiations of all terms and conditions of employment and the administration of grievances for the maximum period of time stipulated under Section 208 of the Public Employee's Fair Employment Act.
2. The District agrees that it shall deduct exclusively for the Union, from the wages of the members of CSEA and remit to CSEA, Inc. 143 Washington Avenue, Albany, N. Y. 12210, regular membership dues and CSEA insurance deductions for those members of CSEA who sign authorizations permitting such payroll deductions. Such deductions shall be made in accordance with the authorization signed by the member and shall be revocable only in accordance with the instructions contained in the written authorization, and as provided by law. The District will also deduct and remit to the Union, at the address provided herein, agency fees for all bargaining unit employees who fail to become members of the Union. Agency fee deductions submitted to the Union, will contain a listing of the employees having such fee deducted, together with their names and social security numbers. The District agrees that it will deduct from the wages of the members of CSEA, through no more than one payroll slot, and remit (in a single check) to JTL Services Corp., P.O. Box 956, Schenectady, New York, 12301-0956, all other CSEA sponsored insurance deductions for those members of CSEA who sign authorizations permitting such payroll deductions. No other organization will be accorded payroll deductions privilege without express consent and written authorization of the Civil Service Employees' Association, Inc.
3. The CSEA Inc., Local 1000 AFSCME, AFL-CIO affirms that it does not assert the right to strike against the District or to assist or participate in such a strike.
4. The District will not aid, promote or finance any labor group or organization which purports to engage in Collective Bargaining or make any agreement with any such group or organization for the purpose of undermining CSEA, except as is permitted by law.
5. The District agrees to furnish the CSEA with a complete listing of the names, home addresses (unless the employee directs the District not to release their home addresses), work locations and job titles of all the employees in the negotiation unit on a yearly basis and furthermore, will furnish the same information for new employees, employees who are promoted or transferred and a listing of all employees terminated. This information will also be provided

on a yearly basis, and there shall be indicated on a separate statement, employees in the School District who pay dues to CSEA on a yearly basis.

B. Reciprocal Rights

1. The District recognizes the rights of the employees to designate representatives to the Civil Service Employees Association, Inc. to appear on their behalf to discuss salaries, working conditions, grievances and disputes as to the terms and conditions of this contract. Such employee representative shall also be permitted to appear at public hearings before the legislative body upon the request of the employees.
2. The District and CSEA shall administer their obligations under this contract in a manner which shall be fair and impartial to all employees and shall not discriminate against any employee by reason of sex, nationality, race or creed.
3. Any employee covered by the provisions of this Agreement shall be free to join or refrain from joining CSEA without fear of coercion, reprisal or penalty from the CSEA or District.
4. The CSEA agrees to do its utmost to see that its members perform their respective duties loyally and continuously under the terms of this Agreement and will use its best endeavors to protect the interests of the District to conserve property, protect the public and give service of the highest quality.
5. CSEA shall be permitted to post notices and other communications on bulletin boards maintained on the premises and facilities of the District, subject to the approval of the contents of such notices and communications by the Board or the Supervisor of Transportation.
6. The officers and agents of CSEA shall have the right to represent their unit members during work hours only at District initiated activities. Examples of such activities are: representation at disciplinary meetings, labor-management meetings, and committee work such as a District safety committee or Employee Assistance Program. Negotiation sessions, grievance meetings, and arbitrations may be conducted during work hours at times which are mutually agreed. All other union activities will be carried out during non-working hours.
7. The CSEA will communicate to the District the name, address and position of any employee designated above in Paragraph 6 and names of the officers of the bargaining unit.
8. A copy of all lists, copies of all bid jobs, and all records necessary for negotiations, when such lists, bid jobs and other records have been compiled by the District, shall be made available to the union.
9. **Personnel File** - An employee has the right to review his/her personnel file and to respond to any documentation in his/her file and to have the response placed in the personnel file.

Article II. Convention Delegates

No more than two (2) representatives may be designated to attend the Union's Spring and Fall conventions and/or other union sponsored programs with no loss of pay. Time not to exceed a total of one hundred and twelve (112) hours per school year. Time will be charged in minimum units of one (1) hour for the first hour or part thereof and thereafter in minimum units of one-half (1/2) hour. The District shall be notified at least one (1) week in advance.

Article III. Labor-Management Committee

A. For the term of this agreement, a standing labor-management committee shall be established. The District and CSEA shall each appoint one (1) permanent member of the committee. Additional members may be appointed by mutual agreement.

B. The committee shall have the authority to meet and discuss issues of concern, upon the motion of either party. The committee is empowered to make formal recommendations to the District and to CSEA, and these parties are hereby empowered to adopt such recommendations by mutual agreement.

Article IV. Salary

A. Salary

1. Wage increases effective July 1, 2005; July 1, 2006, July 1, 2007, and July 1, 2008 have been agreed to between the parties and are distributed in accordance with the schedules attached hereto as Schedule "A"

2. During the regular school year when students are in attendance (Sept. – June) employees will be guaranteed four (4) hours per day.

3. Employees on the Hourly Rate Schedule will be assigned to a variety of duties including miscellaneous work and other run substitutions before those on regular substitute lists.

4. Each driver or attendant shall be placed on his proper step. A bus driver and/or attendant shall be considered one and the same throughout the contract except that in the area of bidding and trip lists; only attendants who are qualified to drive buses shall be eligible to bid or be placed on a trip list.

B. Rules Affecting All Unit Members

1. Longevity Pay -

All employees shall receive a longevity increase according to the amounts listed herein at steps 10, 15, 20, 25, 30 and 35. These amounts are included in the salary step schedule in Article 4..A.1.

Effective July 1, 2005

Step	10	15	20	25	30	35
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\$1100 \$1100 \$1100 \$1100 \$1100 \$1100

Effective July 1, 2007

Step	10	15	20	25	30	35
	\$1125	\$1125	\$1125	\$1125	\$1125	\$1125

2. **Overtime** - Overtime at the rate of time and one-half will be paid for hours in excess of forty (40) for any seven (7) day payroll period. Drivers may bid on work so long as the run will not put them over forty (40) hours. Trip drivers, following the procedures contained in Article 5, will be eligible to take a scheduled trip provided they are scheduled for fifty-five (55) or fewer hours.
3. To be eligible for the annual step/salary increase, employment date must be prior to January 1st of the year involved.
4. **Payment Plan** -
 - a. All employees will be placed on a twenty-two (22) payment plan.
 - b. Salaried employees will have their base salary calculated at the beginning of the school year using the formula set forth in Article 4. A. 4 above.
 - c. Hourly employees will have their pay calculated at the beginning of each school year by multiplying their hourly rate by four (4) hours multiplied by one hundred ninety(190) days plus longevities as outlined in Article 4.B.1 divided by twenty-two (22).
 - d. The first paycheck will be delivered on the second Thursday of work in September and the final check on the last day in June that students are transported.
5. **Pay for Time Used for Physical Examination** - Bus drivers will be paid for a maximum of two (2) hours at the employees' hourly rate for required physicals or required tests connected with such physicals. Proof of such physicals or tests will be required to qualify for the pay.
 - a. If another physical and/or drug test is requested during the year by the District, the cost of that physical examination will be covered by the District. If as part of such physical examination, laboratory tests are required, the District will cover any cost of such tests in excess of the driver's own health insurance coverage.
6. **Pay Rate for Non-Driving Duties** - The pay rate for non-driving duties, other than attendant, shall be at the employees' hourly rate.
7. **Extra Work** - Drivers are to be paid a maximum of two (2) hours for required mileage sheets, route cards and survey sheets. Such pay is to be given when the work is completed.
8. **Driver's License** - Drivers will be reimbursed in full for the cost of their driver's license upon submission of proof of payment.
9. **School Closure** - If there is an emergency delay in the start of the school day, or closing of school after an employee has arrived to work, the employee will receive two (2) hours pay, in

addition to any other pay he may earn or be entitled to for such delay and/or closure. Employees reporting more than thirty (30) minutes prior to their run leaving time are not eligible to receive such two (2) hours pay.

10. Legal Representation

The District affirms its obligation under New York State Law Sections 3023 and 3031 to represent Unit members against lawsuits for negligence, accidental bodily injury or property damage, because of actions taken that were within the scope of their employment. For those actions not covered under Sections 3023 and 3031 (for example, receiving a ticket for a traffic infraction), the District will decide, on a case by case basis, whether to offer legal representation to the unit member.

Article V. Trips

A. Operational Information - Trips will be performed by drivers whose names appear on lists which will be posted on the bulletin board. Two lists will be created by September 1st. by carrying over the names of the drivers who were on those lists the previous June. On September 1st these names will be placed in order by seniority. Any drivers approved after September 1st. will be added to the bottom of the list. No driver will be allowed to put their name on a list and then remove it just for the purpose of securing certain trips.

1. Weekly trip assignments will be posted no later than 1 P.M. Thursday for trips scheduled for the following week. This will be done by assigning the next driver from the appropriate list. If subsequent trip requests are received, the next appropriate driver will be assigned even though this trip may occur prior to a previously scheduled one.

All trips will be rotated in accordance with the seniority listing except in emergency situations. A trip emergency situation shall be defined as an unscheduled and unanticipated trip that arise due to the error or oversight by either the Transportation Department or a unit employee. If a driver is asked by the Supervisor of Transportation, or designee, to fill in on an emergency trip, and accepts that trip; the drivers name will remain in place on the trip list for the next normal rotation.

Drivers who receive same day notification and refuse a trip will not lose their place on the list rotation. All trips scheduled and paid for at the contract rate by an outside organization must have their driver approved by the Supervisor of Transportation. Any driver who is working another job in the District and those hours conflict with a trip, then they are ineligible for such trip and are passed over until the next rotation of the list.

2. A driver's trip steward will have an opportunity, each afternoon, to review the trip list with the dispatcher.

3. Drivers are required, and will be paid one half (½) hour, to clean and gas assigned buses upon return from a trip. If inspection by the Supervisor of Transportation shows that this was not done, that driver will lose his ½ hour pay for gassing and sweeping. If a bus was not swept and gassed before a trip, the trip driver will receive ½ hour extra pay for doing the same.

4. Transportation of students for any school affiliated programs in school vehicles shall be done by a bus driver from the appropriate trip list.
 5. Copies of the rules for the trip list will be distributed to all trip drivers at the beginning of the school year.
 6. When a driver is required to perform driving duties which cause him/her to exceed the permitted hours of driving within a 24-hour period, the driver shall report to work the following morning and shall be assigned non-driving duties until he is legally able to drive. For this work, the driver shall be paid his regular rate. If a driver elects not to report for work and use a sick day to cover this absence, this shall count against the attendance incentive.
 7. If a driver has an unscheduled absence (call in) in the a.m., the driver will lose any trip that he/she has for that day.
- B. Trip Cancellation** - If no compensation is received for trip driving time, scheduled drivers are eligible for the next trip assigned. If compensated for trip driving time, this will be treated as a completed trip.
- C. List Definitions** - Two trip lists will be established as follows:
1. **List A** - Trips scheduled to load before High School starting time and/or to return after High School ending time, and all trips outside New York State.
 2. **List B** - Trips within a forty-mile radius of the bus garage, including Vestal, that are completed during school hours (High School starting and ending times.)
- D. Driver eligibility for placement on the lists:** an employee must be a full time bus driver.
1. Qualifications for list A - Two full years of driving experience in the District.
 2. Drivers may sign on only one (1) trip list.
 3. Monitors may sign on List B only.
 4. Any driver who qualifies for both lists may notify the Supervisor of Transportation that he wishes to change from one list to the other. Such change will take effect on the month immediately following such notification. Such change will be allowed only once during any school year.
- E.**
1. Placement on trip lists will be subject to the approval of the Supervisor of Transportation. New drivers must complete their probationary period before they are eligible. Non-approvals will be reviewed with the CSEA Unit President.
 2. Should a driver on either list refuse assigned trips four (4) times within a semester, the driver will be removed from the trip list until the beginning of the next semester and will not be allowed to change to the other trip list during that semester. At the beginning of the next semester, the driver's name will go to the bottom of the trip list.

An employee's eligibility for the trip list will not be negatively affected for time off for jury duty, funeral leave, union leave or emergency volunteer work as described in the Agreement.

F. Trip Pay

1. Effective upon the ratification of this Agreement by both parties, drivers pay for extra trips shall be: **2005-06 - \$10.50 (effective date of ratification), 2006-07 - \$10.50 2007-08 - \$10.60 and 2008-09 - \$10.70** starting fifteen (15) minutes before the loading time until fifteen (15) minutes after return to the bus garage.

2. Trip Meals Allowance

All drivers who are on a special trip outside of the school district will be paid to purchase a meal for each five (5) hours they are away, limited to three (3) meals per day. A driver continuing from a regular run onto a trip shall be paid for one (1) meal if that total time is five (5) hours, and for (2) two meals if the total time is ten (10) hours. If a trip falls within one-half (½) hour of a regular run, the regular run time plus the trip time will be added to calculate meal time pay. In each instance a driver will receive one hour at trip rate for a meal.

3. A driver will be paid two (2) hours time at the trip rate if either a trip is canceled after the driver arrives to go to work (gassing and cleaning time will not be calculated in this instance) or if a trip is less than two (2) hours in length.

4. Time and one-half will be paid for weekend trips (time and one-half begins after 12:01 a.m. Saturday and ends at Sunday at 11:59 p.m.) only when the driver has worked the full scheduled work week prior to the trip. Cancellation of a trip where a driver qualifies for pay will not be at the overtime rate when the trip was scheduled for a weekend.

5. Trip conflict with a regular run

When a driver is on an athletic or field trip which causes him to miss a regular run, he shall be paid his regular salary with no deduction for missing the regular run. He shall be paid for all trip hours which come before, after and in-between his regular run according to pay scale set forth in Article 4-F-1 of this contract.

G. Miscellaneous

1. For trips which require a paid driver of a vehicle carrying equipment and accompanying a bus, the driver shall be assigned from the appropriate list.

2. In the event that the District assigns a trip to a driver from the wrong trip list, the driver who was bypassed will be assigned the next trip from the appropriate list. Upon completion of the trip, the driver will be compensated at a level at least equal to the bypassed trip.

H. Summer Trips and Summer Runs

1. Summer trips will be awarded on a rotating seniority basis. Trips are a one-(1) day

occurrence and assignment is based on the summer trip list. The summer trip list shall be recombined by seniority each July first. Any driver that receives a regular scheduled summer run will be prohibited from accepting a trip which interferes with his/her regular run. Driver eligibility for summer trips shall be the same as those listed in paragraphs C and D above. Drivers bypassed because they do not meet trip list qualifications will be assigned the next available trip for which they qualify. Paragraphs F2 and F3 above, shall apply.

2 A summer run is defined as bid jobs which are scheduled for more than one day. Summer runs will be bid during the month of June. One Master Bid Sheet will be posted for those drivers interested in bidding. All runs will be assigned on the last Monday of work in June from the bid sheet according to the provisions of Article 5-A-1-b. Any summer runs that come in after the last Monday in June shall be filled from the Master Bid Sheet according to seniority. Drivers who take summer runs shall be paid their regular hourly rate for all hours worked.

Article VI. Runs

A. Operational Information

1. New Routes and Vacancies

a. **Postings** - All attendant and established run openings shall be posted for a period of three (3) school days. Those which open during the school year shall be posted within three (3) days of opening. All runs opening during the summer months will be posted on the first day of the second full week of school. All new runs shall be posted within five (5) days of starting.

b. **Selection** - Appointments must be made from the three (3) most senior drivers who sign the bid. Added weight shall be given to the most senior qualified driver in making assignments. Upon request of drivers affected, the Supervisor of Transportation shall provide written reasons for denial to more senior drivers in any group of three (3).

c. **Run abolishment and/or Reduction** - In case of job loss and/or time loss of fifteen (15) minutes or more per day, due to run abolishment or reduction, seniority prevails. A driver whose run has been abolished, eliminated and/or reduced in time by fifteen (15) minutes or more per day, shall be able to bump a less senior driver assigned to a regular run including a special needs run (so long as the employee is qualified) . In the case of time reduction, it is understood that:

1) a driver must make his decision within three (3) days of being notified of a time reduction of fifteen (15) minutes or more as to which less senior driver, if any, that he will bump, and

2) he may only bump a less senior driver who has the same amount of hours he was reduced from and such "bumpee" may not have equal to or less than the amount of time the "bumper" is being reduced to. (EXAMPLE: A driver with 5 hours daily time and subsequently reduced to 4 3/4 hours, may bump any less senior driver 4:50, 4:55 and/or 5.0

hours daily time, but who does not have more than 5 hours.) A driver can neither "bump-up" in time nor seniority.

d. CSEA representative - The Unit President shall have the right to designate a union representative to meet with the Transportation Supervisor to discuss and make suggestions regarding the formation and assignment of runs, including the possibility of swapping runs.

2. Calculation of Hours - All hours will be calculated by the Supervisor of Transportation. Employees' duties will begin and end at five (5) minute intervals. (i.e. 8:00, 8:05, 8:10, etc.). At the end of each pay period, total time will be adjusted to the nearest quarter hour.

a. Bus route driving time will consist of these factors: actual driving time plus time for other required duties. These required duties are defined as: pick up keys and messages, pre and post checks, sweeping and gassing the bus and logging time.

b. All routes assigned by September 1, 1991 will have a minimum of 30 minutes added time for these required duties. Any routes posted after September 1, 1991 may reflect a reduction in this thirty (30) minute time as determined by the Supervisor of Transportation. A driver may ask to have the thirty (30) minute time reviewed for change. It is understood that this could result in a reduction (limited to twenty (20) minutes) or increase of route time.

c. Each employee will be furnished a copy of the time calculated for their actual driving time by the end of the second (2nd) pay period and when time calculations change during the school year. The District will provide this information to the CSEA Unit President, who will be responsible to distribute the run information to each employee. Drivers may request a review of their actual driving time within two (2) weeks of notification. Decisions made by the Supervisor of Transportation will be final.

3. Additional Duties - Drivers are charged with the responsibility for maintaining the interior cleanliness of the bus. Gassing will be done daily and interior cleaning will be done after each run. If a driver is notified three (3) times of failure to do so, that time shall be deducted from the driver's pay.

4. Unassigned Drivers - Unassigned drivers must report to work at a stated time before AM and PM runs. They will be on probation for a period of two (2) school months.

a. When an unassigned driver drives a run that is over the unassigned driver's base hours, the unassigned driver will be paid for the amount of time driven over his base hours.

b. When a regular driver has indicated the length of time they will be off, the District will assign these runs to unassigned drivers based upon seniority. This unassigned driver, so long as he is qualified, shall remain on this run until the regular driver returns, unless the unassigned driver becomes eligible to bid on a regular run.

c. Upon ratification of this agreement, Unassigned Drivers shall be assigned duties based upon the number of hours worked as follows:

1. 4 hour unassigned
2. 2 hour assigned and 2 hour unassigned
3. 2 hour unassigned

d. If an unassigned driver is assigned a new run for one year because no assigned driver bids on the run, the District will re-bid that run in the next school year. At that time, if no regular driver bids on the run, it shall be permanently assigned to the least senior 4 hour unassigned driver.

5. **Adjustment for Requested Time Off** - Drivers may request a portion of their run off. If approved, their pay will be reduced by their hourly rate.

6. Runs - 2 Hour Drivers

a. Effective July 1, 2006 any driver hired for a 2-hour position shall be limited to the PM run of the workday while in that position. The Supervisor of Transportation reserves the right to fill a vacant 2-hour AM vacancy with a 2-hour PM driver by converting a 2-hour PM driver to a 2-hour AM driver. Pay for such drivers shall be calculated as provided in Article 4.A.1.c herein. In no event shall the number of two (2) hour drivers exceed ten (10%) percent of the total number of drivers.

b. Two (2) hour drivers shall receive pro-rated leave benefits provided in this Agreement, but are not eligible to bid on runs and/or take extra trips.

c. Two (2) hour drivers are eligible for health insurance coverage as provided in Article XII herein by paying the annual premium contribution of \$1,350 for a single plan or \$2,700 of a family plan.

B. Information Regarding Specific Types of Runs

1. Vo-Tech Runs - Salary

Salaried drivers will be paid at the rate times 190 days and other drivers at the hourly rate times 190 days for the actual hours worked per day. When the Vo-Tech run comes during the time for which a driver is already being paid, no additional pay will be received.

2. Nurse Run -The nurse runs are to be paid at the hourly rate.

3. Substitutes - An unassigned driver driving a regular run which has additional work such as a Vo-Tech run, a Nurse run, a Gateways run, shuttles, etc. as a part of it will do the complete run for the day. Pay will be at the substitute's hourly rate.

4. Special Needs Runs - Any employee who wishes to drive, bid on or substitute on these runs, during the school year and/or summer, must have completed the fifteen (15) hour Special

Needs Training Course and such employee must be current by having attended a special needs refresher each year.

C. Miscellaneous Substitution List - A miscellaneous substitution list will be established by seniority no later than the first day of the second week of school. Drivers will be used on an available rotating basis. This list will be used only in those instances when the regular driver gives a minimum of two (2) hours notice of his absence. This list will not be used to cover AM/PM list or B List Trips. Drivers on this miscellaneous substitution list will be paid at the substitute's regular hourly rate.

Article VII. Seniority

A. Seniority, for the purpose of overtime work and shift assignments, shall mean the status attained by the length of service with the School District commencing with the employee's anniversary as a bus driver.

B. Seniority for the purpose of layoff or recall shall mean the status attained by the employee's length of service with the School District. Seniority shall commence with the date a driver passes a road test, providing they start as a regular unassigned driver within 1 day's time. If new drivers take their tests in July or August, their seniority date will be September 1st of the appropriate year in the same order in which they passed their test. The seniority date of drivers taking tests over school vacation days shall be the first day they began work as a regular unassigned driver. In the event of reduction in the bus drivers' workforce, the employee with the least seniority shall be laid off first. In the event of recall, the last employee laid off shall be the first hired. Recalled employees must have the correct licensing to be considered for rehire in order of seniority.

C. Recalled employees must respond within three (3) school business days of receipt of registered letter. Recalled employees must report to work within five (5) school business days of receipt of registered letter. Employees on layoff must provide the District with accurate contact information. The District may fill vacancies as efficiently as possible during the recall time period.

D. An employee who has an approved unpaid leave of absence shall be deemed to have had continuous service. Seniority will not be accrued for the time of the approved leave except in the case of leave due to workers compensation. Any unpaid time taken for Worker's compensation injuries shall not be deducted from a Unit employee's seniority, nor shall the unit employee's salary step be negatively affected by the unpaid time off.

1. An employee who has resigned and is rehired within two (2) months shall be deemed to have had continuous service. Seniority will not be accrued for the time between the resignation and the rehire.

2. A driver with a temporary job conflict, other than employment in this District, will have his run held open for up to two (2) months. Seniority will not accrue for the time of the unpaid leave. Job conflict is defined as a job that an employee held at the time of beginning employment within the bargaining unit and that non-district District has changed the employee's work hours so that they conflict with the hours required to accomplish the job within the bargaining unit.

3. Any sick leave credits accumulated and unused at the time of separation shall be reinstated.

E. Seniority lists presently in effect shall be posted on the bulletin board. New employees shall be added as per date of hire as defined in Article VII, Section B of this contract.

Article VIII. Driver Related Work

A. All driver related work shall be posted and bidding procedures as in Article VI. Section A.1 shall be followed. Driver related work is defined as any work requiring driving or cleaning of a bus.

B. All other work shall be posted and all interested employees shall have the right to bid on the work. The best qualified employee will be given the work. In the event 2 (two) or more equally qualified employees bid on a posted job seniority will prevail.

C. **Bus Driver-Cleaner** - The cleaning of the exterior of the bus shall continue to be done by the incumbent driver-cleaner. In the event that the incumbent leaves this position, the position will either be filled from the mechanics unit or it will be filled as per the procedures under driver related work contained herein. The decision as to which alternative is to be used will be made by the Supervisor of Transportation.

Article IX. Driver Training

A. Certified drivers will be used for driver training on a rotating basis when the work is available.

B. The established list of trainers will continue to be used. Additional names will be added to such list by the Supervisor of Transportation. The Supervisor of Transportation will consider such factors as seniority, experience and ability to train in determining what names are added. Notification of openings will be posted for at least three (3) work days.

C. Driver trainers shall be paid one (1) hour show-up time if work is canceled after driver arrives to go to work.

D. Driver trainers shall be paid for a minimum of two (2) hours work unless not available due to a run conflict. If trainee is not available for the two (2) hour session, trainer will be paid for two (2) hours.

Article X. Leaves

A. 1. Sick Leave

a. During the first fiscal year of employment, sick leave will be earned at the rate of one (1) day per month for each month that an employee works a majority of the available workdays in that month and will be credited to the employee on the first day of the following month.

Subsequent annual sick leave crediting will be accomplished in accordance with current practice.

b. Each employee is eligible for one (1) day of sick leave per month for ten (10) months worked, cumulative to 190 days. The 190 day maximum may not be exceeded; but, as soon as a person falls below that total, he may continue to accumulate as before.

c. In the event an employee is eligible for worker's compensation, he may elect to use sick days or he may elect to collect from compensation. He is not eligible to draw both sick pay and compensation. If he elects to utilize sick days, the District shall receive the compensation. A run will be held open for ten (10) school months for a driver on sick leave.

d. The District may require written certification from a doctor for employees on sick leave for more than three (3) consecutive workdays.

e. **Restoration of Leave Credits** - Sick leave credits used by an employee during a period of absence for which an award of compensation has been made and credited to the District as reimbursement for wages paid shall be restored to the employee on a prorated basis equal to the sum received.

f. If any of the ten (10) sick days allocated in any school year are not utilized, the driver may, at the end of that school year, elect to convert those unused sick days to pay at the rate of Five Dollars (\$5.00) per unused sick day.

2. Sick Leave Bank

a. A sick leave bank is to be established for bus drivers to be used in the event of continued illness or an extended disability which would use more sick time than accumulated. A request in writing, along with a statement from a medical doctor indicating nature of illness or disability and time of return to duty shall be presented with such request. School Superintendent may request a school doctor to conduct such examination.

b. Time to accrue as follows: One-half (.5) day to be placed in the bank for each day of unused sick leave as accumulated for the next ten (10) years, to the maximum of fifty (50) days, to be used only when no accumulated sick leave time remains.

c. Employees joining the sick leave bank subsequent to 1970 shall accumulate time from date of appointment for a ten (10) year period but not exceed a total of fifty (50) days. Calculation of such time shall be made on June 30th of each year, and all employees shall be notified of such amount of time credited to them.

3. Emergency Leave

Each employee is eligible for five (5) days of emergency leave per year, chargeable to his accumulated sick leave, upon the approval of his application for such leave. Emergency leave means a happening that may occur at the last minute or emergencies in the immediate family that cannot be handled outside the work schedule.

4. Personal Leave

Each employee is eligible for two (2) days of personal leave per year upon the approval of his application for such leave. This leave may not be used to extend a vacation or holiday nor in conjunction with any other leave or absence. Personal leave days not used during the year will be credited to sick leave days as of September 1st of the following year. Applications for personal leave must be submitted forty-eight (48) hours in advance, except in an emergency.

5. Bereavement Leave

a. An employee shall be entitled to up to five (5) days' absence at full pay due to the death of an employee's father, mother, spouse, son, daughter, (step included) or member of the employee's immediate household. An employee shall be entitled to up to three (3) days absence at full pay due to the death of a sibling, mother-in-law, father-in-law, grandparent or grandchild. Bereavement leave will not be charged against an employee's accumulated sick leave. If an employee must travel out of state for funeral services, up to five (5) days absence shall be allowed. Absences for death of other relatives shall be charged against an employee's accumulated sick leave as described in the emergency leave provisions set forth in paragraph A.3 of the Article.

b. Bereavement leave will normally begin on the day of or the day after a death and will terminate on the day of or the day after interment. Notwithstanding the foregoing, if the interment of a decedent is delayed, an employee shall be permitted to use bereavement leave days to the extent they remain available from the allocations described in 5(a) above, to attend the interment of the decedent.

6. Emergency Volunteer Work

Employees who serve as volunteer firemen and/or emergency squad members will be allowed to perform emergency volunteer work during scheduled work hours with the approval of their immediate supervisor, with no loss of pay, when requested to do such work by the chief engineer or his designee, of the volunteer fire department and/or emergency squad. Employees will not be penalized if they are present at the site of the emergency when their scheduled work starts and if required to remain on emergency duty by the chief engineer or his designee. Employees who are at work at the time of an emergency call shall, if performing work "critical" to the continued

operation of the District, remain on duty and complete such work prior to responding to the outside emergency.

7. Child Care leave

A unit employee may have unpaid childcare leave for up to one (1) full year following the birth of a child. Nothing in this paragraph shall limit a unit member's right to paid sick leave during the time she is disabled. The District shall comply with all requirements of the Family and Medical Leave Act.

B. Call-in Procedure for Absence

Employees who will be absent for any reason shall notify the Transportation Office at least thirty (30) minutes prior to their morning run departure and no later than 1:00 PM for their afternoon run.

C. Drivers requesting time off without pay will be granted such requests on a first-come, first-serve basis if unassigned drivers are available as replacements.

D. For purposes of Article X, Section A, when calculating a typical workday for monitors five (5) hours will be used.

Article XI. Retirement

1. Plan

The 75-I New York State Employees Retirement Plan is provided to all regular employees, Section 41-j is in effect upon retirement. Section 41-J is available to all employees upon retirement as an option to utilize their accumulated sick leave credit up to a maximum of 165 days towards additional service credit with ERS. The employee may use all or part of his/her sick leave credit towards 41-J but in no even will the employee be permitted to exceed a total of 165 days in either option.

2. Sick Leave Escrow 105(h) Account

Upon retirement, an employee's accumulated sick leave days (not inclusive of banked days or those eligible to be converted for additional service credit with ERS) shall be placed into a 105 (h) plan based upon ½ of their daily rate up to a maximum of 190 days.

3. Eligibility

a. Upon ratification, employees who have: [1] fifteen (15) or more years employment with the Horseheads School District; and [2] have attained the age of sixty-two (62) or able to retire under the New York State Employees' Retirement System; and [3] notify the District no less than six (6) months prior to their date of leaving District employment shall have their health insurance, including the prescription rider, premiums from the date of leaving to their Medicare eligible date shall have their health insurance paid from the date of leaving to their Medicare eligible date at the same rate as active employees.

- b. Prior to Medicare eligibility date, for retirees covered under this Article, the Health Insurance Plan will be the same as provided to active employees (including all premium contributions and caps, co-insurances including office visits, physicals, outpatient surgery, chiropractic, emergency room visits, and prescriptions. Retirees should refer to the Plan Document for the complete schedule of co-payments).
- c. After the retiree becomes eligible for Medicare, the retiree shall be entitled to District health insurance under the Medicare Supplement Plan with the prescription drug card, at the same prescription payment schedule and coverage as active employees.
- d. Should an employee who is covered by the District health Insurance plan die subsequent to his retirement, his or her surviving spouse shall be allowed to continue in such plan, with the surviving spouse paying the same rate as an active employee.

4. Retiree Vision Plan

- a. Effective upon ratification, the District agrees to permit current and future CSEA retirees to have access to the Platinum 12 Vision Plan with the retiree paying the total premium for this benefit.
- b. Effective July 1, 2006, the annual cost of the vision plan is \$252.00 per retiree. The premium is subject to change annually. It is the responsibility of the retiree to contact the District Health Insurance Benefits office for premium information and enrollment documents.

Article XII. Insurance

A. Health Insurance

The Horseheads Central School District Health Plan (formally The Central Southern Tier Health Care Plan) for health insurance is provided to all full and part-time regular employees. Application must be initiated by the employee. The District shall have the right to select an alternative carrier to go to self-insurance except that current benefits are to be maintained exactly as they are and the cost to the employee for such coverage shall be calculated as is currently done.

New employees shall be eligible for insurance sixty (60) days from their Board of Education appointment date, except that any new employee hired directly from another school district shall be eligible for health insurance coverage on their Board of Education appointment date.

- 1. Premium Contribution -** All unit members shall receive health insurance coverage according to the following premium contribution schedule, including all applicable caps:

2005-06 – 10% contribution of either the Single or Family Plans, capped at \$500 for single and \$1000 for family.

2006-07 – 10% contribution of either the Single or Family Plans, capped at \$550 for single and \$1100 for family.

2007-08 – 10% contribution of either the Single or Family Plan – capped at \$600 for a single or \$1150 for a family level

2008-09 – 10% contribution of either the Single or Family Plans, capped at \$650 for a single or \$1200 for a family level.

2. Co-Insurance Payments

Effective June 1, 2006, all covered employees shall become responsible for the following co-insurance payments for services:

Office visits/Out Patient/X-Rays/Chiropractor	\$10.00
Emergency Room	\$25.00

Employees should refer to the complete Plan Document for the full details of all co-payments.

3. Prescription Drug Coverage

Effective June 1, 2006, prescription drug coverage shall be a 3-Tier Open Formulary Drug List with co-payments of Tier I \$0, Tier II \$10, and Tier III \$15 per thirty-(30) day supply, with the exception for maintenance (mail-order) prescriptions which shall be dispensed as written and paid for with one co-payment (\$0, \$10, \$15) for a ninety-(90) day supply. Any/all changes of medication within in the tiers of this open formulary plan are solely at the determination of the plan provider.

4. Dental Plan

Employees carrying the health insurance package may purchase the "Plan A" Dental Coverage rider. The employee shall pay 10% of the premium cost and the District shall pay ninety (90%) percent of the premium cost.

Effective date of final ratification of this Agreement, the dental plan allowance shall be increased as follows:

Periodic Oral Evaluation -	\$ 18.00	Prophylaxis – Child	\$ 26.00
Bitewings – 2 films -	\$ 19.00	Amalgam 1	\$ 40.00
Bitewings – 4 films -	\$ 27.00	Amalgam 2	\$ 55.00
Prophylaxis – Adult	\$ 32.00	Amalgam 3	\$ 67.00

5. Employee Benefit Fund (EBF) - Platinum-12 Optical

The District shall participate in the Employee Benefit Fund (EBF) for the purpose of providing the Optical Plan known as "Platinum-12" to each employee.

6. Disability Insurance

New York State Disability Insurance as provided for off-the-job injuries shall be provided to all employees at no cost to employees.

7. Spousal Insurance coverage of deceased employee

Should an active employee who is covered by the District Health Insurance plan die while employed by the District, his or her surviving spouse shall be allowed to continue in such plan, with the surviving spouse paying the same premium contributions and caps, co-insurance and prescription payments as the active employee. Should the surviving spouse re-marry, the spouse's spouse will not be covered under this plan.

8. Health Insurance Opt-Out

Effective July 1, 2006 employees who have access to health insurance coverage other than through the District shall be eligible to refuse health insurance coverage from the District and will receive Two Thousand (\$2,000.00) Dollars per contract year. The District agrees to provide employees with two options for payment of this benefit: One (1) payment the last pay in June; or two separate payments the first pay in December, last pay in June. The employee must designate their payment option at the time they request the buy-out. Failure to do so will result in the District making one (1) payment the last pay in June.

Employees electing to refuse such coverage shall notify the District prior to June 1st of each year. New employees shall notify the District within thirty (30) days of employment as to their election of health insurance coverage or the sell-back. Employees who opt-out of the Health Insurance Plan shall provide to the District, proof of other coverage. Such proof shall be provided by the employee to the District, upon request by the District at any time during the year, within five (5) days of such request. Should an employee be unable to provide proof of other coverage, then the employee shall be enrolled in the District's Health Insurance Plan on the first day of the month following the unfulfilled request and the buy-out payment shall be pro-rated to that date. Should an employee lose such other coverage for any reason; the employee shall notify the District of such loss of coverage and shall be enrolled in the District's Health Insurance Plan on the first of the month following such notification and the buy-out payment shall be pro-rated to that time. Pro-ration shall be based on months per year. (1/12th of the total for each month out of the plan.)

Should this section of this Agreement become the basis at anytime for the diminution of the health insurance benefits provided in this Agreement, in any manner whatsoever; this section shall be considered null and void, and the parties hereto shall meet to negotiate alternatives to same.

9. Medical Reimbursement Accounts (MRA)

Effective June 1, 2006 and annually thereafter, the District shall contribute the necessary funds for a Medical Reimbursement Account (MRA) for each unit employee to utilize during the plan year:

- a. 2005-2006, this account shall become effective April 1, 2006 and be credited with \$175.

- b. 2006-2007, this account shall become effective October 1, 2006 and be credited with \$200.
- c. 2007-2008 year, this account shall become effective October 1, 2007 and be credited with \$215.
- d. 2008-2009 year, this account shall become effective October 1, 2008 and be credited with \$235.

Medical reimbursement accounts roll over from year to year until it reaches \$800 then it is capped at that amount. If the account falls below \$800, then the District will replenish the account up to \$800. An employee who takes the Insurance Buy-out is eligible to receive the Medical Reimbursement Account contribution. Employees will be allowed to receive reimbursement from their MRA for covered out-of-pocket medical expenses, pursuant to the plans limitations.

Article XIII. Grievance Procedure

A. Definitions

- 1. A "grievance" is any claimed violation, misinterpretation of inequitable application of the existing agreement and disciplinary action.
- 2. An "aggrieved" party is any employee, group of employees or the Union.
- 3. When two (2) or more employees are affected by a grievance, such grievance may be submitted as a class action by the employees affected or by the Union.

B. Procedure

- 1. A grievance shall be deemed waived unless it is submitted at the first available stage within ten (10) school business days after the aggrieved knows or should have known of the events or conditions on which it is based.
- 2. All grievance discussions, meetings, conferences, hearings shall be conducted by mutual agreement of both parties.
- 3. The time limits at any step(s) may be extended by mutual agreement.
- 4. All matters of discipline or discharge shall be submitted directly to Stage 2 within three (3) school business days after such discipline or discharge.
- 5. Awards may not be retroactive beyond the date the grievance was originally filed.

C. Stage I

- 1. An employee must attempt to resolve a grievance informally with his immediate supervisor. During any attempt to resolve such grievance at an informal level with his immediate supervisor, such grievant shall be entitled to have not more than one (1) representative of the Association. At any subsequent level of this grievance procedure, the grievant shall not be so limited.

2. If such employee is unable to resolve such matter to his satisfaction, he may reduce such grievance to writing and file same with his immediate supervisor.

3. Each written grievance shall identify and be signed by the aggrieved party and indicate the time and place where the alleged events or conditions constituting the grievance took place or otherwise describe the conditions constituting the alleged grievance. It shall also specify the provisions of this agreement alleged to be violated and shall describe the redress sought by the aggrieved party. It shall also describe what attempt was made to resolve such grievance informally and when and where the same took place.

4. Upon receipt of such written grievance the immediate supervisor or administrator shall respond in writing within five (5) school business days.

D. Stage 2

1. If the aggrieved party is not satisfied with such response or if no response is received within such five (5) school business days, he may within five (5) school business days thereof file an appeal containing a copy of such grievance and the papers and affidavits on which it is based, if any, with the Superintendent, indicating in such appeal whether he desires a further hearing before such Superintendent.

2. If a hearing has been requested, the Superintendent or his designated representative shall schedule a hearing within ten (10) school business days. After such hearing has been held, the Superintendent shall render his decision within ten (10) school business days thereafter. If no hearing has been requested, the Superintendent shall make such investigation as he deems necessary and shall render a written decision within ten (10) school business days of the submission to him of such appeal.

E. Stage 3

1. In the event that the Union is not satisfied with the decision of the Superintendent, the Union may, within twenty (20) days thereafter submit such grievance to arbitration in accordance with the rules of the American Arbitration Association. A copy of the request shall be forwarded to the Superintendent.

2. The arbitrator's decision shall be in writing and will set forth his findings, reasoning and conclusions on the issues submitted. The arbitrator shall be without authority to make any decision that requires the commission of an act prohibited by law.

3. The decision of the arbitrator shall be final and binding on both parties.

4. The cost of the services of the arbitrator will be borne equally by the District and the Union.

F. Reprisals

No employee shall be subjected to recrimination, discrimination, harassment, transfer, re-assignment or dismissal as a result of filing a grievance hereunder.

G. Availability of Documents

There shall be made available to the appropriate union representatives all relevant materials, documents, communications and records concerning the alleged grievance unless the same are confidential, such as personnel prehire information or prepared in preparation for the Arbitration.

Article XIV. Disciplinary Procedure

A. Any employee considering himself aggrieved due to any disciplinary action may file a grievance in accordance with Article XII. of this Agreement, or may resort to the provisions of Section 75 and 76 of the Civil Service Law. Any disciplinary grievance provided for herein shall be deemed to include the statutory protections of Section 75 of the Civil Service Law. An employee selecting either the grievance procedure under Article XII or the procedures under Section 75 and 76 of the Civil Service Law shall waive his right to the other procedure.

B. Employees with five (5) or more years of service in the school district will be entitled to the provisions of Section 75 and 76 of the Civil Service Law.

C. The District will notify the Unit President or his designee before suspending an employee without pay.

D. All letters and counseling memos concerning discipline must be signed by the employee involved prior to being placed in the employee's personnel file. Such signature merely signifies receipt and neither agreement nor disagreement with the contents.

E. Prior to any meeting with management that is of a disciplinary nature or which could lead to discipline, bargaining unit members must be afforded the opportunity to obtain Union representation. If the employee refuses such representation, he must sign a form, provided by the management personnel, stating such refusal.

Article XV. Attendance Incentive Program

Beginning September 1, 2006, for a period of time ending June 30, 2007, and every year thereafter, employees will be given a cash incentive when they are not absent from work or limit their absences from work.

It is the responsibility of each employee to maintain their own record of days off taken during each quarter and submit a written request on the AIP Form to the Transportation Supervisor for approval and payment. (AIP Form is attached hereto as Schedule "B")

Employees who limit their absences beginning September 1, 2006 through June 30, 2007, and every year thereafter, will be compensated as follows:

September 8 – November 5, 2006

- a. \$100 (one hundred dollars) when the employee has used no sick leave, personal leave, emergency leave or time off without pay;
- b. \$75 (seventy-five dollars) when the employee has used ½ (one half) day total of either sick leave or personal leave or emergency leave or time off without pay;
- c. \$50 (fifty dollars) when the employee has used 1 (one) day total of any combination of sick leave or personal leave or emergency leave or time off without pay.

November 6 – January 24, 2007

- a. \$100 (one hundred dollars) when the employee has used no sick leave, personal leave, emergency leave or time off without pay;
- b. \$75 (seventy-five dollars) when the employee has used ½ (one half) day total of either sick leave or personal leave or emergency leave or time off without pay;
- c. \$50 (fifty dollars) when the employee has used 1 (one) day total of any combination of sick leave or personal leave or emergency leave or time off without pay.

January 25 – April 6, 2007

- a. \$100 (one hundred dollars) when the employee has used no sick leave, personal leave, emergency leave or time off without pay;
- b. \$75 (seventy-five dollars) when the employee has used ½ (one half) day total of either sick leave or personal leave or emergency leave or time off without pay;
- c. \$50 (fifty dollars) when the employee has used 1(one)day total of any combination of sick leave or personal leave or emergency leave or time off without pay.

April 7 – end of school year

- a. \$100 (one hundred dollars) when the employee has used no sick leave, personal leave, emergency leave or time off without pay;
- b. \$75 (seventy-five dollars) when the employee has used ½ (one half) day total of either sick leave or personal leave or emergency leave or time off without pay;
- c. \$50 (fifty dollars) when the employee has used 1 (one) day total of any combination of sick leave or personal leave or emergency leave or time off without pay.

3. An employee's eligibility for the incentive will not be negatively affected for time off for jury duty, funeral leave, Union leave or emergency volunteer work as described in the Agreement.

4. Employees will receive a separate lump sum check each ten (10) weeks, less mandatory deductions.
5. In extenuating circumstances, when an employee loses time through no fault of his/her own, that employee may request a review and waiver of that time as it applied to this incentive. The review will be performed by the Director of Human Resources. If, after review the employee is not satisfied with the response, he/she may appeal to a panel consisting of the Director of Human Resources or designee, the Union president or designee and one member chosen by the parties. In the event of a disagreement over this 3rd member, the Superintendent shall be the 3rd person. The decision of the panel is final and not subject to grievance provisions of the Agreement.

Article XVI. Duration of Agreement

- A. This agreement shall commence July 1, 2005 and expire June 30, 2009.
- B. The parties agree that all negotiable items have been discussed during negotiations leading to this agreement and therefore agree that negotiations will not be reopened on any item, whether contained herein or not, during the life of this agreement.
- C. This agreement shall become effective, subject to required legislative approval, upon its approval by the members of the respective parties hereto. This agreement may be amended by the mutual consent of both parties.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

Horseheads Central Schools


Superintendent

Date 9/12/06

Horseheads Transportation CSEA Unit


Unit President

Date 9/12/06

CSEA, INC. Local 1000 AFSCME AFL-CIO


Labor Relations Specialist

Date 09-12-06

SALARY SCHEDULE 2005-06						
STEP	HOURLY RATE					
1	\$9.85					
2	\$ 10.36					
3	\$ 10.69					
4	\$ 11.03					
5	\$ 11.34					
6	\$ 11.63					
7	\$ 11.96					
8	\$ 12.24					
9	\$ 12.75					
10	\$ 13.08					
Longevity payment for the 2005-06 school year as follows:						
10	15	20	25	30	35	
\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	

SALARY SCHEDULE 2006-07						
STEP		HOURLY RATE				
1		\$10.00				
2		\$ 10.41				
3		\$ 10.75				
4		\$ 11.15				
5		\$ 11.50				
6		\$ 11.83				
7		\$ 12.13				
8		\$ 12.47				
9		\$ 12.77				
10		\$ 13.10				
11-15		\$13.50				
16-20		\$13.59				
21+		\$13.70				
Longevity payment for the 2006-07 school year as follows:						
10	15	20	25	30	35	
\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100	

SALARY SCHEDULE 2007-08						
	STEP		HOURLY RATE			
	1		\$10.20			
	2		\$ 20.46			
	3		\$ 10.81			
	4		\$ 11.21			
	5		\$ 11.62			
	6		\$ 12.00			
	7		\$ 12.34			
	8		\$ 12.66			
	9		\$ 13.01			
	10		\$ 13.13			
	11		\$13.54			
	12-16		\$13.80			
	17-20		\$13.90			
	21+		\$14.00			
	Longevity payment for the 2007-08 school year as follows:					
	10	15	20	25	30	35
	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125

SALARY SCHEDULE 2008-09						
	STEP		HOURLY RATE			
	1		\$10.35			
	2		\$ 10.51			
	3		\$ 10.86			
	4		\$ 11.27			
	5		\$ 11.69			
	6		\$ 12.12			
	7		\$ 12.51			
	8		\$ 12.87			
	9		\$ 13.20			
	10		\$ 13.25			
	11		\$13.27			
	12		\$13.70			
	13-17		\$13.97			
	18-24		\$14.05			
	25+		\$14.15			
Longevity payment for the 2008-09 school year as follows:						
	10	15	20	25	30	35
	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125	\$1,125

**ATTENDANCE INCENTIVE FORM
TRANSPORTATION DEPT.**

Period: _____

I am entitled to the following attendance incentive stipend (check one):

- ☐ \$100.00 Employee has used **no** sick leave, personal leave, emergency leave or time off without pay during the quarter
- ☐ \$75.00 Employee has used **1/2 day** total of either sick leave or personal leave or emergency leave or time off with pay during the quarter
- ☐ \$50.00 Employee has used **1 day** total of any combination of sick leave or personal leave or emergency leave or time off without pay during the quarter
- ☐ I am **not** entitled to the stipend for the above time period

Employee's eligibility for this attendance stipend shall not be negatively affected for time off for jury duty, funeral leave or Association leave. Above stipend will be pro-rated for those employed in part-time positions.

It is the employee's responsibility to forward this form to the Supervisor of Transportation no later than _____.

Failure to submit this form by the due date shall void any payment for that quarter. It is the driver's responsibility to maintain a copy of this record.

Employee's Signature

Date

☐ Approved ☐ Disapproved

Approved Disapproved

Supervisor of Transportation

Director of Human Resources

CSEA Member Benefits Department

1-800-342-4146 Ext. 357

Legal Services Plan, Workers Compensation Attorney, Travel and Shopping discounts,
Membership application & information, Education and Training Information

Chemung County Civil Service Commission

Phone 737-2915 Fax 737-0351

NY State Retirement System

518-474-0167

Toll Free 1-866-805-0990 (for appointments only)

www.osc.state.ny.us

HHCS Administration 739-5601

Human Resources x4211

Health Insurance Information x4203

Employee Assistance Program (E.A.P.)

(607)737-1353

Excellus Blue Cross Blue Shield

Elmira Office 734-1551

www.excellusbcbs.com

Finger Lake Rx Prescription Plan

1-800-552-0053

www.ExcellusBCBS.com

Express Script – Mail Order Rx Plan

1-800-603-8404

Platinum 12 Vision Plan

1-800-323-2732

www.cseaebf.org

EBS Benefit Solutions (Medical Reimbursement Accounts)

739-5601 x4203

www.ebsbenefitsolutions.com



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